



August 2010

SCHOOL FINANCE UPDATE

A Monthly Newsletter Published by the School Finance Division

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This newsletter is emailed to school districts, county superintendents, county treasurers, and auditors each month. The newsletter is intended to reach all district staff involved in budgeting, accounting, enrollment, special education funding, and federal programs. Please forward it to all interested parties. Got suggestions for items to include here? We'd love to hear from you!

FY2010-11 1st Semester TR-13 Bus Inspections

The Montana Highway Patrol must inspect all school buses used to transport students 30 days prior to the beginning of the first semester. If they fail inspection, the buses must be re-inspected before the beginning of the school year.

Pre-printed TR-13 Bus Inspection forms are available by logging into the Pupil Transportation Data Entry program located at <http://data.opi.mt.gov/Transportation/> under Reports menu. To enter the inspection date and approval, go to the Data Entry menu and click on TR-13 Bus Inspection. Districts are encouraged to download the instructions for entering bus inspection information from the following link:

http://www.opi.mt.gov/PDF/PupilTransport/TR_13Instructions.pdf.

OPI Contact: Maxine Mougeot, (406) 444-3096 or mmougeot@mt.gov

Bus Driver Training Requirements – 10 Hours per Year

Standards adopted by the Board of Public Education in 2002 require a minimum of 10 hours of training for school bus drivers each year. This includes substitute drivers. Each district must design and implement a training program using the guidelines and requirements found in the 2003 Yellow School Bus Standards (see <http://www.opi.mt.gov/pdf/pupiltransport/busstds.pdf>).

OPI has a variety of videos on bus driving techniques and bus safety issues that are available for district use. The video listing and various bus driver training opportunities across the state are listed at: <http://www.opi.mt.gov/PupilTransport/index.html#train> (Click on Training on the left-side of the page).

OPI Contact: Maxine Mougeot, (406) 444-3096 or mmougeot@mt.gov

Accounting Guidance Available

Accounting guidance for the 2009 Legislative Session and the American Recovery and Reinvestment Act (ARRA) is located on the OPI website at: http://www.opi.mt.gov/pdf/SchoolFinance/ARRA/Guidance_ARRA.pdf. The guidance is for the reporting and tracking of revenues and expenditures related to funding provided in several bills approved in the 2009 legislative session, including HB645, and funding provided by the ARRA.

OPI Contact: Rebecca Phillips (406) 444-0783 or rphillips2@mt.gov

MAEFAIRS Open for TFS and Budget Reporting

The new MAEFAIRS web application is now available to report information for the FY2009-10 Trustees Financial Summary (TFS) and FY2010-11 Budget. Please click on this link to access this program: <https://data.opi.mt.gov/Maefairs/frmLogin.aspx>.

NOTE: Do not log in with Citrix user name and password. Your user name is your first and last name, with a space between the two (for example: John Doe). If you have lost or forgotten your user name or password, please contact Donell Rosenthal at (406) 444-3024 or drosenthal@mt.gov.

The following documents are posted on the OPI website to help you during the reporting process:

MAEFAIRS Tip Sheet:

<http://www.opi.mt.gov/pdf/schoolfinance/Budget/MAEFAIRSTipSheet.pdf>

TFS Instructions: <http://www.opi.mt.gov/pdf/schoolfinance/Budget/TFSInstructions.pdf>

Budget Instructions: <http://www.opi.mt.gov/pdf/schoolfinance/Budget/BudgetInstructions.pdf>

FY2009-10 TFS and FY2010-11 Budget reports are due to the county superintendent within five (5) days after the district's budget adoption meeting. The reports must be submitted electronically to the Office of Public Instruction no later than September 13, 2010.

OPI Contact: Donell Rosenthal, (406) 444-3024 or drosenthal@mt.gov

Final Expenditure Reports due August 10, 2010

A Final Expenditure Report is due August 10, 2010 for the following grants:

- Adult Basic and Literacy Education
- ABLE Incentive Grant – WIA
- English Language Civics – ABLE
- Carl Perkins
- ESEA Title IV, Part B, 21st Century Community Learning Centers
- IDEA Part B, Students with Disabilities
- IDEA Preschool
- Learn and Serve
- Gifted and Talented
- Services for Significant Needs Students
- State Adult Education
- Indian Education for All (state-funded; project number XXXXXX4610 using revenue source code 3290 and expenditure program 329)

Questions? Click on <http://opi.mt.gov/Finance&Grants/egrants/>, then click on the Contact button to expand the page for OPI program and accounting staff contact information.

OPI Contact: Kellee English, (406) 444-7841 or kenglish@mt.gov

Traffic Education 2010 Reimbursement

The 2010 Traffic Education (TE) reimbursement was sent to county treasurers in August. School district that offered state approved TE programs during the 2009-10 school year were reimbursed \$99.42 per TE student. A payment report is posted on the OPI website at this link: <http://www.opi.mt.gov/pdf/DriverEd/10ReimbursementDistrict.pdf>.

OPI Contact: Fran Penner-Ray, (406) 444-4432 or fpenner-ray@mt.gov

E-Grants Year End ARRA Procedures

The 27-month grant period for the FY2009-10 ARRA grants is July 1, 2009 – September 30, 2011. Districts are required to submit a Periodic Expenditure Report in E-Grants. This report will enable the OPI to review the status of expenditures and potential carryover. The Periodic Expenditure Report is submitted in E-Grants just like the Final Expenditure report, **without the Final Expenditure box checked** on the bottom of the reports page.

Please submit the Periodic Expenditure Report by the following dates:

- **August 10, 2010:** ARRA IDEA-B and ARRA IDEA-Preschool
- **November 10, 2010:** ARRA Title I and ARRA Title I Schoolwide

Note: The Periodic Expenditure Report for ARRA Title I and ARRA Title I Schoolwide should be completed after September 30, 2010.

The OPI cannot make a payment from an ARRA Periodic Expenditure Report. Districts should submit a cash request through E-Grants if additional funds are due on an ARRA grant.

For information on Title I, Part A and ARRA Title I carryover and the waiver request process, please refer to the March 20, 2010 Official Email at this link: http://www.metnet.mt.gov/Official_mail/I02D467B7. The waiver request is due by September 1, 2010.

Note: Districts are not required to complete a FY2010-11 ARRA application.

OPI Contact: Kellee English, (406) 444-7841 or kenglish@mt.gov

Useful Links

ARRA Quarterly Reporting, Accounting Guidance and Other Resources
<http://www.opi.mt.gov/Finance&Grants/SchoolFinance/Index.html>

State Entitlement Payments to Schools:
http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_9

School Accounting:
http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_3

Forms and Publications & Tuition:
http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_10

Pupil Transportation:
http://www.opi.mt.gov/Programs/SchoolPrograms/Pupil_Transportation/index.html

Enrollment and ANB:
http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_8

Audit Information: http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_4

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